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NASA Procedural Requirements

NPR 5900.1
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COMPLIANCE IS MANDATORY

Printable Format (PDF)

Subject: NASA Spare Parts Acquisition w/Change 1 (04/09/04)

Responsible Office: Procurement Office

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Chapter 2. Responsibilities

2.1 Program

Program managers/Enterprise Associate Administrators have the overall responsibility for spare parts management for programs under their cognizance. Program managers are responsible for direction and management of spare parts required to support their assigned system. The program manager shall ensure that adequate quantities of spare parts are obtained throughout the system's life cycle. Program managers are responsible for establishing appropriate channels of communication among users, contractors, logistics personnel, engineering and technical personnel, and procurement personnel to maintain accurate spare parts requirements lists and stocks on hand. Reference NPR 7120.5 for more specific information on NASA Program and Project Management Processes and Requirements.

2.2 Procurement

The Assistant Administrator for Procurement is responsible for the acquisition of spare parts. This authority is delegated through the Head of the Contracting Activity to cognizant contracting officers. Contracting officers shall respond promptly to requests for spare parts acquisition and shall acquire the parts in accordance with acquisition policies and procedures from the source most advantageous to the Government, with price and other factors including schedule and past performance considered.

2.3 Logistics

Logistics/program managers are responsible for establishing logistics support methodologies for systems, which includes repairing of hardware and identifying spare parts needed to support the systems; identifying procurement strategies to obtain needed spare parts; and determining optimum quantities of parts and support locations based on predicted usage, need, initial cost, and life-cycle cost. The managers may delegate these functions to personnel within the program's organization. Logistics personnel shall maintain the types and numbers of spare parts required to support the system.

2.4 Engineering

Discipline and system engineers are responsible for providing technical and engineering support to program managers to assist in making spare parts determinations using logistics support analysis techniques and reliability and maintainability programs.

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